

GRANADA SANITARY DISTRICT

OF SAN MATEO COUNTY

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MINUTES **BOARD OF DIRECTORS MEETING** **June 7, 2001**

CALL TO ORDER: President Joe Carlevaris called the meeting to order at 7:42 p.m. at the Granada Sanitary District Office, El Granada.

ROLL CALL: Attending were: President Joe Carlevaris, Vice-President Fran Pollard, Secretary Leonard Woren, Treasurer Laura Stein, and Board Member Leni Schultz.

Attending staff were: District Engineer Howard Hoffman, Legal Counsel Jonathan Wittwer, Administrator Gina Holmes, and Assistant Administrator Delia Comito.

GENERAL PUBLIC PARTICIPATION: William Katke said he was very interested in the District becoming part of a Community Services District (CSD) that could deal with parklands. Jerry Laster spoke, requesting that a public meeting be held on having a CSD. Marty Kingshill said he agreed with both the previous speakers and wanted to see action taken before the Coastside was ruined. He volunteered to help in the CSD formation process. Director Fran Pollard requested that an item on a Community Services District be on a future GSD agenda.

CONSENT AGENDA: Director Leonard Woren pulled Consent Agenda item

1. Approval of meeting minutes for May 17, 2001.

Director Laura Stein moved to approve the remaining Consent Agenda items:

2. Approval of April Financial Statement;

3. Approval of warrants totaling \$84,898.10 (Check numbers 2825 to 2853) (Stein/Director Leni Schultz, 5-0).

Director Woren made one correction to the minutes then moved to approve meeting minutes for May 17, 2001 as amended **(Woren/Stein, 5-0).**

District Counsel Jonathan Wittwer stated that an item had come to his attention after the agenda had been posted and prior to this meeting regarding the San Mateo County Local Coastal Plan Amendment.

Director Woren moved that the Board finds that this came to the attention of the Board after the agenda was posted and requires action before the next regular meeting, and therefore should be added as an urgency item to tonight's agenda **(Woren/Stein) 5-0.** District Counsel Wittwer recommended that the item be inserted after Agenda item 11.

ACTION AGENDA

4. Discuss/consider approval of Resolution Ratifying and Confirming Establishment of Commingled Fund for Maintenance of Improvements: District Administrator Gina Holmes provided the Board with background information regarding establishing the new Fund. District Bond Counsel Jerry Laster confirmed that it conformed to the required arbitrage. Director Woren moved to approve "A Resolution Ratifying and Confirming Establishment of Commingled Fund for Maintenance of Improvements" **(Woren/Stein, 5-0 Resolution No. 2001-005)**.

5. Discuss/consider authorizing final payments from Improvement Fund totaling \$88,065.01(Bond Counsel-Laster \$65,027.75 and \$11,587.00; Granada Sanitary District \$11,450.26): Bond Counsel Jerry Laster answered Directors' questions regarding his billing procedures. This item was for information only.

6. Discuss/consider approval of the Draft Granada Sanitary District Fiscal Year 2001-2002 Budget: The Board had been provided with the Operating and the Capital Budgets. Director Woren had provided a chart outlining the flow of District monies from the Operating Budget to Reserves to the Capital Budget.

District Accountant John Parsons answered Board questions. The Directors reviewed the Budget by line item. Following discussion, the Board agreed to the individual account items, and decreased the Capital Improvement Account (Acct #5560) by \$4,300.

Director Woren moved to approve the Operating and the Capital Draft Granada Sanitary District Fiscal Year 2001-2002 Budget with the changes as noted **(Woren/Schultz, 5-0)**.

7. Review responses to District Land and Facilities Request for Proposal, and discuss/consider selection and/or approval of a proposal: District Administrator Holmes provided a brief background on the Request for Proposal (RFP), and the responses from Chris Ridgway and Kennedy/Jenks. Director Woren recommended the analysis by Kennedy/Jenks, and Ridgway as the architect. The Board and District Engineer Hoffman discussed different approaches to carrying out the RFP, and Kennedy/Jenks working on the analysis. The Board heard speakers from the audience.

Greg Ward offered his company's services for the RFP, saying he could submit a proposal by the next day.

Director Carlevaris asked for costs for the individual tasks listed in the Kennedy/Jenks proposal. Director Woren moved to request a firm quote from Kennedy/Jenks for Tasks 1 & 2 of their proposal—the Needs Assessment—and for them do only that portion of the work now **(Woren/Carlevaris, 5-0)**.

8. Discuss/consider qualifications and criteria for Sewer Permit Application on Nonconforming and Antiquated Parcels, Non-Buildout Dwellings to be Grandfathered or otherwise Exempt From District Ordinance No. 139: Director Woren stated that Grandfathering criteria should be reexamined, and the normal pre-planning spending range for a property owner needed to be determined. Without further examination he would not consider the exemption requests listed in item #11.

At 10:30 p.m. Director Carlevaris moved to extend the meeting until 11:30 p.m. **(Carlevaris/Pollard, 3-1Stein-1Schultz)**. The motion did not pass.

Director Woren moved to extend the meeting until 11:00 **(Woren/Stein, 4-1, Schultz)**.

Director Woren moved that the Board suspend further discussion of item #8, and take the next agenda items in the following order: #10, #9, then return to #8 **(Woren/Stein, 5-0)**.

10. Discuss/consider approval of response to County Elections Coordinator regarding election/candidate policy for November 6, 2001 elections: • Payment of estimated County election charges of \$3,431.45; •Length of candidates' statements to be submitted to

County Elections Coordinator: either 200-word statements or 400-word statements; •Whether Granada Sanitary District will pay cost of candidate statements: Director Woren provided the Board with background on the information the Directors needed to provide to the County Elections Coordinator. The Board discussed candidate statement payment and number of words of the candidate statements.

Director Woren moved that the District pay the estimated County election charges up to \$3,431.45, notify the County Elections Coordinator that candidates for the Granada Sanitary District Board of Directors submit up to 400-word candidate statements, and that the District not pay the cost of the candidates statements **(Woren/Stein, 4-0)**.

Director Schultz had left the meeting during this agenda item due to an early work schedule.

9. Discuss/consider approval of Sewer Authority Mid-Coastside Fiscal Year 2001-2002 Budgets:

- Resolution Approving FY 2001-2002 General Operations Budget for Sewer Authority Mid-Coastside
- Resolution Approving FY 2001-2002 Collections Systems Budget for Sewer Authority Mid-Coastside:

Following review of the updated Budgets from the Sewer Authority Mid-Coastside:

Director Woren moved to approve "Resolution approving Fiscal Year 2001-2002 General Operations Budget for Sewer Authority Mid-Coastside" **(Woren/Pollard, 4-0, Resolution No. 2001-006)**.

Director Woren then moved to approve "Resolution approving Fiscal Year 2001-2002 Collections Systems Budget for Sewer Authority Mid-Coastside" **(Woren/Pollard, 4-0, Resolution No. 2001-007)**.

URGENCY ITEM:

At this time, the Board turned to the Urgency Item. District Counsel Wittwer reported that he had met with San Mateo County Counsel Michael Murphy and the Coastal Commission Staff regarding the Local Coastal Program Amendment 3-00A, and legal nonconforming parcel size. District Counsel Wittwer requested Board approval of the draft letter he presented, and reviewed items 1-4. The Board discussed the draft letter with Counsel.

Director Woren moved to authorize District Counsel Wittwer to finish the draft letter with discussed changes, and incorporate the Board changes **(Woren/Stein, 4-0)**.

At 11:05 p.m. Director Woren moved to extend the meeting to 11:15 p.m. **(Woren/Stein, 4-0)**.

11. Discuss/consider approving documents presented by applicants seeking exemption from Ordinance No. 139:

Perkins, APN: 047-232-170, Document: Plan Check receipt dated 11/30/00, 456 Coronado, Parcel: 2,693 sq. ft., 969 structure sq. ft., Zoned: R-3/S-17

Musser, 048-062-100, Plan Check receipt dated 2/12/01, Cabrillo & Purisima, 9,023 sq. ft., 3,242 structure sq. ft., R-1/S-9

Haberman, 048-013-280, Plan Check Receipt dated 1/26/99 (Coastal Development Permit approval 3/2/01), North side of Cortez, East of Mirada Rd., 4,400 sq. ft., 1,525 structure sq. ft., R-1/S-9

Hurley, 048-036-050, Plan Check receipt dated 7/28/00, 3rd Avenue near Medio, Miramar, 2,500 sq. ft., 1,325 structure sq. ft., R-1/S-9

The Board did not consider this item and did not set a date when it would be considered.

12. DIRECTORS' COMMENTS: Solid Waste Committee Report: Director Stein requested that members who had been on the ad hoc Solid Waste Committee provide Seacoast Disposal contract documents to District Counsel Wittwer. Negotiations between Seacoast and Montara Sanitary District were approaching.

Assessment District Ad hoc Committee: Director Stein asked for information regarding "backup" to Bond Counsel Jerry Laster, since he is the only person entirely familiar with the Assessment District. She asked about help from an outside agency.

INFORMATION CALENDAR:

13. Administrator's Report: Administrative Staff information for Board of Directors

14. Engineer's Report: April Project Summary / Trinet Retention Reduction on Capital Improvement Project 1999/2000-1: The Administrators' and Engineers' Reports were provided for the Board's information, and were accepted by the Board without comment.

15. ATTORNEY'S REPORT: There was no Attorney's Report

16. SET FUTURE AGENDA: Discuss Agenda items for the June 21, 2001 Board Meeting: The Board agreed they would continue the consideration of item 8. Discuss/consider qualifications and criteria for Sewer Permit Application on Nonconforming and Antiquated Parcels, Non-Buildout Dwellings to be Grandfathered or otherwise Exempt From District Ordinance No. 139 on the next agenda, and Grandfathering requests would not be considered for now.

Director Woren, adding to the Directors' Report, mentioned that there would be a special Sewer Authority Mid-Coastside meeting in June.

17. ADJOURN TO CLOSED SESSION: Conference with Legal Counsel: Anticipated Litigation: Significant exposure to litigation, pursuant to Government Code Section 54956.9 subsection(b) (Number of potential cases: (2)): District Counsel reported that the Closed Session items were not urgent, and could wait until the next Board meeting.

RECONVENE TO OPEN SESSION: Report final Board action, if any, from Closed Session:
The Board had not Adjourned to Closed Session.

ADJOURN: The meeting adjourned at 11:31 on motion from Director Woren (**Woren/Pollard, 4-0**).

Dated: September 6, 2001

Submitted by:

Approved by:

Gina Holmes, District Administrator

Leonard Woren, Board Secretary